

EIA-804 WEEKLY IMPORTS REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-804 after reading the instructions, please contact the Survey Manager at (202) 586-4749.

PURPOSE

The Energy Information Administration (EIA) Form EIA-804, *Weekly Imports Report*, is used to collect data on petroleum imports. A summary of the data appear on EIA's website at www.eia.gov and in the EIA publication, *Weekly Petroleum Status Report*.

WHO MUST SUBMIT

The Form EIA-804 is mandatory under 15 U.S.C. §772(b) and must be completed by Importers of Record (or Ultimate Consignees, selected by EIA, who receive Canadian imports) who import crude or petroleum products into the 50 States and the District of Columbia from foreign countries, Puerto Rico, the Virgin Islands, and other U.S. possessions.

Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element. **Companies selected into the sample must file a report each week even if there were zero imports.**

Imports into Foreign Trade Zones located in the 50 States and the District of Columbia are considered imports into the 50 States and the District of Columbia.

In the case of shipments from Puerto Rico, the Virgin Islands, and other U.S. possessions to the 50 States and the District of Columbia, the EIA-804 must be completed by the exporter named on the U.S. Department of Commerce Form 7525-V, *Shipper's Export Declaration*.

Canadian Imports

When crude oil or petroleum products are imported from Canada and when the importer of record is a Canadian company, the Ultimate Consignee must report imports on the EIA-804. For example, when a Canadian shipper is listed as the Importer of Record in Block 26 of the U.S. Customs and Border Protection CBP Form 7501, *Entry Summary*, the company listed as the Ultimate Consignee shown in Block 25 of the CF 7501 must report on the EIA-804.

WHEN TO SUBMIT

The Form EIA-804 must be received by EIA by 5 p.m. EST on the Monday following the end of the report period (e.g., the *Weekly Imports Report* covering the week ending January 4, 2019 must be received by 5 p.m. EST January 7, 2019).

HOW TO SUBMIT

Instructions on how to report are printed on Part 2 of Form EIA-804.

We recommend secure file transmission (HTTPS) for companies to use when sending this form to EIA. Secure transmission is an industry standard method to send information over the internet using encrypted processes.

Access the EIA secure transmission site at:
<https://signon.eia.doe.gov/upload/noticeoog.jsp>

Other methods of sending this form to EIA include the PC Electronic Data Reporting Option (PEDRO). PEDRO is a Windows-based application that will enable you to enter data interactively, import data from your own database, validate your data online, and transmit the encrypted data electronically to EIA via the Internet. If you are interested in receiving this free software, contact the Electronic Data Collection Support Staff at (202) 586-9659.

COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in spreadsheet format (XLS) are available on EIA's website. You may access the materials at the following link:

<https://www.eia.gov/survey/#eia-805>

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

GENERAL INSTRUCTIONS

[Definitions](#) of petroleum products and other terms are available on our website. Please refer to these definitions before completing the survey form.

PART 1. RESPONDENT IDENTIFICATION DATA

- Enter the month, day, and year for which you are filing (e.g., January 4, 2019 is: Month 01 Day 04 Year 19). The weekly report period begins at 7:01 a.m. EST on Friday and ends at 7:00 a.m. EST on the following Friday.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.
- If there has been a change since the last report, enter an "X" in the block provided.
- Enter the name of the reporting company.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the physical address of the reporting company.
- Enter the mailing address of the Contact. (Note: If the physical address and mailing address are the same, provide the information only for the physical address.)

- Enter the name, telephone number, fax number, and e-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported.

PART 2. SUBMISSION/RESUBMISSION INFORMATION

Submission

Refer to “How to Submit” section for more details or methods for submitting data.

Resubmission

A resubmission is required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by EIA. Enter "X" in the resubmission box if you are correcting information previously reported.

Comments

Report any unusual aspects of your operations during the current reporting period in the **Comments** section at the bottom of the form below Parts 1 and 2 on the cover page. Comments will be used in the validation process and should address any data anomalies that could raise questions requiring contact by survey staff for clarification. Comments will be protected in the same manner as other information reported on this form as described in detail in “Provisions Regarding Confidentiality of Information” following Part 4 of these instructions on Page 3.

SPECIFIC INSTRUCTIONS

PART 3. IMPORTS ACTIVITY

Quantities: Report using the following criteria.

Report only the imports of crude oil and petroleum products that entered the U.S. through Customs during the report week.

Exclude quantities of foreign origin in transit until after they enter the U.S. through Customs.

Report all quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).

Report quantities corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

Report imports that enter bonded storage **only when** they are withdrawn from storage with duty paid for domestic consumption or withdrawn free of duty for use as fuel for vessels and aircraft engaged in international trade.

Exclude quantities of foreign origin in transit until after they enter the U.S. through Customs.

For purposes of this report, entry through Customs is said to occur on:

- the “entry date” specified in block 7 on the U.S. Customs and Border Protection CBP Form 7501, *Entry Summary* (the entry date for a warehouse withdrawal is the date of withdrawal);
- or the “import date” specified in block 5 on the U.S. Customs and Border Protection CBP Form 214A (Statistical Copy), *Application for Foreign Trade Zone*

Admission and/or Status Designation; or

- the “export date” specified in block 4 on the U.S. Department of Commerce Form 7525-V, *Shipper’s Export Declaration*, for shipments from Puerto Rico to the 50 States and the District of Columbia.

Report imports of Crude Oil and Crude Oil for Delivery to U.S. Strategic Petroleum Reserve as imports of crude oil (Code 020) and as imports of crude oil for delivery to the U.S. Strategic Petroleum Reserve (Code 024).

Refer to Table 2, “Commodity Names and Product Codes,” of these instructions for information on product classifications. In some cases, products classified according to their intended end use. For example, naphtha must be reported as gasoline blending components, special naphtha, petrochemical feedstocks, or unfinished oils. Exclude any products, such as finished petrochemicals, not listed on table 2 from Form EIA-804.

Report all imports of fuel ethanol (Code 141) intended for blending into gasoline. Include both denatured and undenatured fuel ethanol intended for blending into gasoline.

Use Table 1 to determine the PAD District classification of each State.

Table 1. State Classification

PAD DISTRICT 1		
SUB-PADD 1A	SUB-PADD 1B	SUB-PADD 1C
Connecticut	Delaware	Florida
Maine	Dist. Columbia	Georgia
Massachusetts	Maryland	N. Carolina
New Hampshire	New Jersey	S. Carolina
Rhode Island	New York	Virginia
Vermont	Pennsylvania	West Virginia

PAD DISTRICT 2			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

Exclude imports to U.S. Territories when reporting on Form EIA-804.

PART 4. TOTAL U.S. CRUDE OIL IMPORTS BY COUNTRY OF ORIGIN INFORMATION

Report crude oil imports by country of origin for countries shown on the survey form. If the countries of origin for imports are not specifically displayed on this survey form, report the imports in Other (Code 777). The sum of the quantities reported for individual countries plus Other (Code 777) must equal the total

U.S. imports reported for Crude Oil (Code 020) in the Total U.S. column in Part 3.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on this form will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552(b), the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

The Federal Energy Administration Act requires EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the Government Accountability Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are not applied to the statistical data published from this survey's information. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent.

Company specific data are also provided to other DOE offices for the purpose of examining specific petroleum operations in the context of emergency response planning and actual emergencies.

SANCTIONS

The timely submission of Form EIA-804 by those required to report is mandatory under 15 U.S.C. §772(b), as amended. Failure to respond may result in a civil penalty of not more than \$10,633 each day for each violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.75 hours per response, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Office of Survey Development and Statistical Integration, EI-21, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

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Table 2. Commodity Names and Product Codes

Commodity Description (An asterisk (*) indicates that name and location of processing company is required on the EIA-814)	EIA-814 Product Code	EIA-804 Product Code
Crude Oil *	020	020
Crude Oil for Delivery to U.S. Strategic Petroleum Reserve*	020	024
Biofuels and Fuels from Non-Biogenic Waste		
Biodiesel	203	666
Fuel Ethanol	141	141
Renewable Diesel Fuel	205	666
Other Biofuels and Fuels from Non-Biogenic Waste	207	666
Natural Gas Liquids and Refinery Olefins		
Ethane	250	242
Ethylene	631	242
Isobutane	253	242
Isobutylene	634	242
Natural Gasoline	220	242
Normal Butane	633	242
Normal Butylene	252	242
Propane	251	246
Propylene	632	246
Petroleum Products		
Asphalt and Road Oil	931	666
Aviation Gasoline	111	666
Aviation Gasoline Blending Components	112	666
Distillate Fuel Oil, Bonded 15 ppm Sulfur and Under	457	465
Distillate Fuel Oil, Bonded Greater than 15 ppm to 500 ppm Sulfur (inclusive)	458	466
Distillate Fuel Oil, Bonded Greater than 2000 ppm Sulfur	460	468
Distillate Fuel Oil, Bonded Greater than 500 ppm to 2000 ppm Sulfur (inclusive)	459	467
Distillate Fuel Oil, Other 15 ppm Sulfur and Under	465	465
Distillate Fuel Oil, Other Greater than 15 ppm to 500 ppm Sulfur (inclusive)	466	466
Distillate Fuel Oil, Other Greater than 500 ppm to 2000 ppm Sulfur (inclusive)	467	467
Distillate Fuel Oil, Other Greater than 2000 ppm Sulfur	468	468
Hydrogen	091	666
Kerosene	311	311
Kerosene-Type Jet Fuel, Bonded	216	213
Kerosene-Type Jet Fuel, Other	213	213
Lubricants	854	666
Miscellaneous Products	888	666
Motor Fuels, Conventional Blendstock for Oxygenate Blending (CBOB)	139	139
Motor Fuels, Conventional Gasoline Blended with Fuel Ethanol Ed55 and Lower	166	166
Motor Fuels, Conventional Gasoline Blended with Fuel Ethanol Greater than Ed55	149	149
Motor Fuels, Conventional, Other	130	130
Motor Fuels, Gasoline Treated as Blendstock (GTAB)	117	117
Motor Fuels, Other Motor Gasoline Blending Components	138	138
Motor Fuels, Reformulated Blendstock for Oxygenate Blending (RBOB)	118	118
Motor Fuels, Reformulated, Blended with Fuel Ethanol	125	125
Motor Fuels, Reformulated, Other	127	127
Other Hydrocarbons	093	666
Petrochemical Feedstocks, Naphtha less than 401 F endpoint	822	666
Petrochemical Feedstocks, Other Oils equal to or greater than 401 F endpoint	824	666
Petroleum Coke	021	666
Residual Fuel Oil, Bonded	516	511
Residual Fuel Oil, Other	511	511
Special Naphthas	051	666
Wax	070	666
Unfinished Oils		
Heavy Gas Oil (651 F - 1000 F endpoint)	840	666
Kerosene and Light Gas Oil (401 F - 650 F endpoint)	830	666
Naphthas and Lighter (less than 401 F endpoint)	820	666
Residuum (greater than 1000 F endpoint)	850	666